

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY

GUIDELINES FOR LITTER PREVENTION AND RECYCLING GRANTS

I. INTRODUCTION

Funding is available to Virginia localities from the Litter Prevention and Recycling Fund as non-competitive grants based on population and road miles, *if* the locality has an eligible program as identified in Section II.B and C below.

Grant applications for Fiscal Year (FY) 2011 must be postmarked by June 30, 2010.

Please follow the FY 2011 guidelines and print a copy of your application and mail it with an original, authorized signature to the Department of Environmental Quality (DEQ).

The **Performance and Accounting Report** forms for the FY 2010 grant program year must be postmarked **by August 1, 2010**. The Performance section of the Performance and Accounting report can be submitted on-line and must be either submitted electronically or postmarked by August 1, 2010. Click here to go to the on-line Performance submission form: [\(Note: the survey is being test piloted before the link is inserted here\)](#). Litter Program Managers are strongly encouraged to submit the Performance Report on-line. Since the Accounting section requires an original signature by an authorized individual, the Accounting page must be mailed to the Virginia Department of Environmental Quality. **Incomplete forms will be returned.**

Please note that forms returned for incomplete or incorrect information may result in a delay in the award of the FY 2011 grant awards.

To be eligible to receive a grant, you must submit **BOTH** the Grant Application form **AND** a Performance and Accounting Report form, regardless of whether you applied for a grant in FY 2010. Both forms must be completed and submitted to DEQ by the referenced due dates in order for your application to be considered complete.

Please do not leave questions blank or partially answered questions or the application will be considered incomplete and returned.

These grants are provided by funds generated by taxes enacted under Section 58.1-1700 to 58.1-1710 of the Code of Virginia and through authority granted to (DEQ) under Section 10.1-1422 of the Code of Virginia. The Code requires guidelines to be developed by the Litter Prevention and Recycling Fund Advisory Board. These guidelines supersede all previous regulations and guidelines relating to these grant funds.

II. ELIGIBILITY

A. All cities, counties, and incorporated towns in Virginia are eligible to receive a grant if they have eligible litter prevention and/or recycling program.

- B. An eligible program must include at least two elements of a comprehensive program. The elements of a comprehensive program are: 1) Planning and Organization, 2) Recycling, 3) Youth Education, 4) Cleanups, 5) Law Enforcement, 6) Public Communication, and 7) "Adopt-A" Programs sponsored by the locality.
- C. In addition to having at least two of the elements listed in Section B above, an eligible program may also include any of the non-disposal elements of waste management (Source reduction, reuse, and recycling) in the locality's approved Solid Waste Management Plan. Procurement of recycled goods may also be included.
- D. All completed forms (see specific submittal deadlines in Section I) must be postmarked by dates specified in Section I.
- E. Localities may apply singly or as a participant in a Cooperative Program. A Cooperative Program consists of two or more localities joining together and combining grant funds to implement one program. One application form is submitted for the Cooperative Program by a Coordinating Agency, which may be one of the participating localities or a non-governmental agency. The Coordinating Agency submits an executed original application that lists each participating locality. Also, the Coordinating Agency will be responsible for submitting the required Performance and Accounting Reports on behalf of the participating localities.
- F. For Cooperative Programs among units of local governments only, the Coordinating Agency shall affirm that a written Agreement with each participating locality is on file. Such Agreement shall expressly authorize the Coordinating Agency to apply on behalf of each participating locality.
- G. For Cooperative Programs implemented by a non-governmental agency, the Coordinating Agency shall include, in addition to the Application, written evidence that the Coordinating Agency is acting for and accepting funds on behalf of each participating locality. This evidence shall include one of the following:
 - i. copies of the Agreements that originally established the Coordinating Agency by the participating local governments;
 - ii. signature by each locality's manager on the Application form itself; or,
 - iii. any other applicable documentation which indicates the localities' desire for the non-governmental agency to accept funding and provide services on their behalf.
- H. Applications shall be submitted by individual authorized to request such funding and who is responsible for documenting its use in support of the litter prevention and recycling program efforts. For individual locality applications, this is the County Administrator, City Manager, or Town Manager. For Coordinating Agencies that are non-governmental, the application shall be signed by the Coordinating Agency's Executive Director, and include documentation specified in II.G above.
- I. Application forms must include the correct Federal Identification Number (FIN) and Federal Information Processing Standards (FIPS) numbers for the locality designated to

receive the grant amount. Application forms for Cooperative Programs must include only the FIN and FIPS numbers of the Coordinating Agency. Missing or incorrect FIN and FIPS numbers on the Grant Application form may result in a delay in awarding the grant.

III. FUNDING PROCESS

- A. The grant amount will be sent directly to each locality. For localities participating in a Cooperative Program, the total grant amount will be sent directly to the Coordinating Agency designated on the application form.
- B. This grant program year runs from July 1, 2010, through June 30, 2011.
- C. Any unexpended funds at the end of the FY 2010 grant program year may not be carried-forward. Unspent grant funds will be deducted (netted) from the new grant amount.
- D. Funds will not be released until completed Performance and Accounting Reports for the previous grant program year are submitted by the proper authority.

IV. AUTHORIZED USES OF FUNDS

- A. The grant shall be used for litter prevention and recycling program implementation, continuation, and/or expansion. Authorized uses of the grant funds include:
 - A. Salaries, wages, or other personnel costs
 - B. Office supplies, postage, telephone
 - C. Printing and program materials
 - D. Travel expenses
 - E. Locally conducted meetings, workshops, and awards
 - F. Audiovisual material on litter or recycling
 - G. Equipment such as: educational, litter receptacles, recycling, source reduction, and reuse equipment, audiovisual, safety, and the renting of such equipment
 - H. Award materials
 - I. Cleanup supplies
 - J. Litter collection and/or recycling collection contracts
 - K. Solid Waste Disposal fees, fuel and transportation ONLY ASSOCIATED with a volunteer cleanup.

B. Definitions of Authorized Grant Fund Expenses:

The Non-Competitive Litter Prevention and Recycling Grant Funds are to be used ONLY to

support the activities of the litter and recycling programs in the localities. Funding is to be used primarily for educational activities that support anti-littering and pro-recycling efforts. Purchasing equipment such as computers, cell phones, desks, etc. is no longer permissible because it is possible for this type of equipment to be used to support programs other than just the litter and recycling program.

For reporting purposes, authorized expenses are categorized into 5 main areas.

1. Salary, Wages & Fringe Benefits
2. Essential Supplies
3. Contractual Services
4. Travel
5. Other

Salary, Wages and Fringe Benefits: Money paid for personnel costs to support the litter and recycling program manager(s).

Essential Supplies: Includes office supplies, postage and telephone expenses necessary to administer the program or premiums to promote the litter and recycling program. Essential supplies can include litter and recycling materials and supplies such as litter grabbers, trash can liners and lids, premiums and any other expendable supplies used solely in the litter and recycling program that are deemed as essential for educating the public about litter prevention and recycling. Items such as food, t-shirts, ponchos, etc. are **not** considered essential and the grant funds may not be used for non-essential items. Trash cans and recycling bins may be purchased if they are part of the grantee's anti-littering campaign or pro-recycling campaign and they serve to educate the public as to how and where to appropriately dispose of litter or teach the public about recycling.

Contractual Services: Funding to vendors to support the litter and recycling program. Includes contracts to groups/individuals/businesses for conducting litter cleanups, household hazardous waste day collections, tire amnesty programs, arrangements made with groups to conduct litter cleanups or sorting of recycling. Contractual services may include payments for school programs such as assemblies with litter and recycling themes and payment for printing educational materials. Although the litter and recycling money cannot be used for payment of ongoing waste disposal fees; if the waste disposal fee is directly related to a volunteer litter cleanup, the money may be used for the disposal of the collected litter. If waste disposal fees are incurred as an expense from a volunteer cleanup event, the event must be listed on the accounting report. Contractual Services may also include the rental of backhoes or dump trucks in association with volunteer litter cleanups.

Travel: Includes registration for litter and recycling conferences and workshops including mileage reimbursement, lodging and meals. All travel related expenditures are required to meet state guidelines. Refer to the [state guidelines](#) on the Virginia Department of Accounts website for reimbursable mileage rates for use of vehicles, and other travel information.

Other: Any other expenses associated with the litter and recycling program that are allowable in

the guidelines. For questions about whether or not an item may or may not be included, contact the non-competitive litter prevention and recycling grant coordinator at (804) 698-4055 or email Sheila Barnett at Sheila.barnett@deq.virginia.gov or her designee.

V. UNAUTHORIZED USES OF GRANT FUNDS

Grant funds shall not be used for the following:

- A. Meals associated with award events. Applicants are encouraged to use other sources of funds for such purposes.
- B. Purchase of mass media time or space.
- C. Dues or memberships.
- D. For any project or item not directly related to litter prevention or recycling, including (but not limited to):
 - 1. Beautification projects, landscaping, purchase of trees or shrubs, or lawn services.
 - 2. Purchase of equipment or fuel for lawn maintenance or waterway operations or for collection, transportation, and disposal of solid waste.

VI. GENERAL ACCOUNTABILITY: PERFORMANCE AND ACCOUNTING REPORT

The Applicant shall keep accounting records for the grant funds. A Performance and Accounting Report for the previous grant program year shall be postmarked **no later than August 1, 2010**. Litter Program Managers are strongly encouraged to submit the Performance part of the Performance and Accounting Report on-line. Click here to go to the on-line Performance Report: ([Note: the survey is being test piloted before the link is inserted here](#)). Since the Accounting Report requires an original signature, it must be mailed to the Virginia Department of Environmental Quality. Subsequent grants shall not be approved until the Performance and Accounting Reports for the Fiscal Year 2009 – 2010 grant program year is received and approved by DEQ. The Accounting Report must be signed by the County Administrator, City Manager, Town Manager or the locality's Coordinating Agency's Chief Financial Officer. For a non-governmental agency, the Performance and Accounting Report form shall be signed by the agency's Executive Director or Chief Financial Officer.

VII. RETURN OF GRANT FUNDS

Funds not used or accounted for in compliance with these Guidelines and the Application shall be returned by the Applicant to DEQ. A locality participating in a Cooperative Program shall be liable for its pro rata share of the total liability.

VIII. SUBMISSION

Mail completed forms to:

Virginia Department of Environmental Quality
Litter Prevention and Recycling Grants Program
P.O. Box 1105
Richmond, Virginia 23218-1105

DEQ's Street Address for Certified Mail:

629 East Main Street
Richmond, Virginia 23219

For information, contact:

Sheila Barnett

(804) 698-4055

email: sheila.barnett@deq.virginia.gov

Call before the deadlines if you have questions.